

Neighbourhood Plan Policy Advisory Committee Meeting

Monday 15th January 2024 at 7pm
Methodist Chapel, Naseby

Present: Paul Reedman, Mark Clement (chair), Barry Roberts, Gary Kirk (YourLocale), Claire Booth, Paul Kelly, Myron Osborne, Sue Turner, Joanne Clement, James Fanshawe, Andy Tresias, David Brodala, Sylvie Farrington, Anita Wood.

Apologies: Nic Green, Stephen Davies, AJ Green, Matt Ellis, *David Turner (please remove from list)*,

MINUTES

1. Welcome and Apologies

Mark Clement welcomed all attendees. Apologies were noted

2. Declarations of interests

No declarations of interests were reported

NB Failure to declare an interest could lead to challenges, for example from residents whose suggestions have not been adopted or landowners whose sites have not been earmarked as suitable for development.

3. Minutes of meeting held 4th December 2023

These were agreed.

4. Funding

The funding for technical support has now been received. Gary Kirk advised that we may struggle to spend all the funding by the end of the current financial year ie end of March. A conversation will be needed with the funders re carry over to the next financial year. We want to avoid having to wait for another funding round which in 2023 did not start until mid July. We now have funding for the questionnaire, open event and technical support.

5. Technical support

AECOM (<https://aecom.com/uk/press-releases/aecom-wins-new-contract-deliver-neighbourhood-planning-support-across-england/>) are now funded. They are commissioned by Locality (contract from Ministry of Housing, Communities and Local Government) to do an assessment of the village. An initial meeting using Microsoft Teams for about 1 hour has been set up with them on **Tuesday 23 January at 11.15** to talk about the process. This will be attended by Paul Reedman, Mark Clement and Barry Rogers.

AECOM will use data and previous work ie Naseby Design guide as the basis of their work to:

- Update social economic data for the village including types of houses in the village
- Assess the age profile of the village and look at likely trends
- Assess affordability of housing in the village and look at average prices v income levels

The report from AECOM will be the evidence base for our neighbourhood plan. It will look at issues including housing mix, affordability, trends. It will probably identify the need for more smaller houses, properties to meet the needs of younger families and also bungalows for older people. It will also look at the level of under-occupancy.

AECOM will come to the village later to look at the design of our housing stock and what we do and do not want to see for any future housing.

We can challenge AECOM's report at the draft stage. It will then be published. The best time to get involved with them will be when they visit the village and some members of the committee could walk round with them.

There was some concern about the impartiality of AECOM.

Action - AECOM to be asked for their terms of reference at the initial call.

West Northants Council visit – Samantha Roberts (affordable housing officer) and Neil Gulliver (rural housing) asked for a meeting with the Parish Council. They wanted to identify a site in the village for 8 or 9 affordable houses for rent or to buy using shared ownership or First Homes Scheme. They were informed we think it is the wrong time to do this because we have started the neighbourhood plan process. The Parish Council will invite them back in the future

6. Vision Statement Approval

This was agreed. It may be amended later in the light of feedback from residents through the questionnaire and Open Event. This would be done before it is part of the final plan.

7. Questionnaire Approval

There were suggestions to:

- Add pocket / nature park / picnic site to the amenities section
- Include a wider range of housing types to reflect the need for affordable homes to rent or buy and the needs of younger people in the village
- Add a question on whether they would like to see new business development in the parish and if so what type

Questionnaire team to meet to update and complete the questionnaire and then circulate it to the committee. They will ask 4 or 5 people to complete it as a pilot questionnaire and any essential changes made based on any feedback.

Final questionnaire to be sent to Gary Kirk so it can be uploaded on to Survey Monkey. Some hard copies will also be printed and hopefully be available from the shop and also at the Open Event.

All members of every household aged 16+ to be asked to complete a questionnaire.

The questionnaire team will also produce a flyer to go out 1 to 2 weeks before the open event ideally w/b 19 February 2024. There are 350 households in the village. Printing can be done in Market Harborough. A 20% questionnaire response is normal, higher than this will be good.

Gary Kirk will provide the link to Survey Monkey so it can be put on the flyer. Links will also be circulated on social media ie village facebook, webpage, what's app group.

Action - Questionnaire team to update and circulate final questionnaire. Pilot to be carried out to test that it is understandable. Flyer to be circulated to every household in the village advertising the open event and with link to questionnaire. Links also on village social media

8. Logo update and approval

This is needed for the questionnaire and flyer. Questionnaire team will talk to AJ about this.

9. Open Event

Date agreed for **Saturday 2nd March 10-12.30** at the **Methodist Hall**.

There is a £100 budget for tea / coffee and biscuits

Committee members who have said they can help are: Barry Roberts, Claire Booth, Paul Kelly, Joanne Clement, Sue Turner, David Brodala, Sylvie Farrington, Anita Wood, Myron Osborne, James Fanshawe, Mark Clement, David Turner.

Key tasks will be:

- **Reception** – asking people to sign in and explaining the event (at least 2)
- **Tea / coffee and biscuits** (at least 2)
- **Floater to help with the exercises** (at least 2) ie to identify good views and areas where more housing would be appropriate / inappropriate

Gary Kirk's team will do all the displays / tasks and will need 10 trestle tables. They will need access from 9am.

Name badges / sticky labels for helpers would be helpful.

Maps of the parish and village will be supplied by West Northants Council (£8.40 per map)

Helpers needed by 9.45 am. Details for helpers can be agreed at our next meeting.

Photos are needed now.

Action – Stephen Davies (said he had lots of photos at the last meeting) to be asked to send these as soon as possible to Gary Kirk.

10. Village History Paper

The committee thanked Paul Kelly for all his work on this. It was felt to be a good balance, very informative and of an appropriate length. The need to preserve the original village road layout, which still exists, to be added to the plan.

11. Land Ownership

Details of the landowners including contact details has been put together by Myron Osborne using Land Registry data. There are 22 owners. The map showing ownership but with owners identified by numbers 1-22 to be circulated to committee members later. We do not

need to write to them at the moment. We will need to make landowners aware if a site is being considered either for

- Potential housing in the future
- Environmental quality eg outstanding beauty, important for wildlife and so the need to avoid development

12. Date of next meeting

Next meeting **Monday 26th February 2024 at 7pm**

For the next meeting:

1. Feedback from initial meeting with AECOM
2. Questionnaire and flyer progress – Andy T, Joanne C, AJ Green
3. Logo – AJ Green
4. Open event – allocation of roles
5. Photos – Stephen Davies
6. Next steps – smaller groups

13. Any other business

National planning policy framework – this was updated on 19 December 2023. It increases the power of neighbourhood plans. Sites identified as unsuitable for development in a neighbourhood plan are now protected for 5 years as long as the plan contains policies and allocations to meet its identified housing requirement.

Next steps after the open event – smaller groups will be needed to progress the next stages ie

- **Environmental issues** eg views, biodiversity and wildlife, flood risk areas, non designated historical assets
- **Housing** eg residential allocation (within or without the current village boundary), housing mix,
- **Other issues** eg sustainability, community facilities, business related issues, farm diversification, transport related issues

We could seek to recruit a few more committee members to help with these groups. We would need a launch event with facilitators for the groups.

Meeting closed at 9.05 pm

Signed: Date: 26th February 2024
Mark Clement – (Committee Chair)